

# Workplace Development - Lesson 2: Time Management

Monday, October 26, 2009  
12:17 PM

<http://www.gcfllearnfree.org>

## Objectives:

You will recognize how you spend a typical 24 - hour day  
You will take steps toward better time management

## Resources:

Digital: Wikispaces discussion posting, GCF,  
Hard Copies: Record time - worksheet and Learn to manage time - spreadsheet,

Task Title	Point Value	Time	Description
Mind Tools Quiz	5	10 min	Take the quiz and list the areas you can improve, are there areas you have never thought of?
How do I spend my time? Response:	25	Homework	Hardcopy worksheet Follow directions on page 1-3
Manage Time!	30	30 min	Use spreadsheet to help then create an action plan!
Who can you manage your time more effectively?	10	10 min	List on back of spreadsheet, think of things not suggested by GCF.
<b>Lesson 2</b>	<b>70</b>	<b>50 mins</b>	<b>Totals - about 1 class period.</b>

## Task 1:

[http://www.mindtools.com/pages/article/newHTE\\_88.htm](http://www.mindtools.com/pages/article/newHTE_88.htm) - take the quiz, and record your score. Mine was 46.

## Homework:

[How Do I Spend My Time - PDF Worksheet](#)

Complete the 24 hour wheel and answer the question on the back.

Response question:

What do you wish you had more time for?

Friends, family, yourself - be specific and explain

## Task 2:

[Learn to Manage Your Time Effectively - Spreadsheet](#)

**Create an action plan for each larger task. An action plan is a list of steps that must be done to complete a larger task or goal.**

- i. Determine the measure of success for each task.
- ii. List each step it takes to complete the task.
- iii. Establish the best way to complete the task. Consider experimenting with different methods and asking for advice.
- iv. Save time and find ways to multi-task or do more than one thing at a time.
- v. Assemble the people and the resources you need to create your action plan
- vi. List possible rewards or incentives.

**Follow through with action plan and share with teacher. Refer to it when you feel overwhelmed. Learn to say "no" to new tasks.**

### **Task 3**

**What are things your can do to manage your time?**

**Global Learning suggests** - Getting up an hour earlier, turning off the TV, Using a calendar and planning meals in advance.

Explore [www.mindtools.com](http://www.mindtools.com). Post in the wiki discussion board something interesting your learned and could be beneficial to others.